

## Table of Organization

### Director-Planning & Zoning

Provides overall direction to departmental operations and is responsible for preparing and implementing the Comprehensive Development Master Plan (CDMP) and zoning laws of Miami-Dade County; serves as secretary and coordinates efforts of the Planning Advisory Board and Community Zoning Appeals Boards; serves as a member of the Developmental Impact Committee (DIC).

### Zoning

Directs building permit application review: inspection of sites for compliance with Miami-Dade County Zoning Code and landscaping regulations; review of applications and issuance of Certificates of Use; reviews and evaluates zoning public hearing requests, assesses, administers, and collects impact fees, provides support to DIC Executive Council, Board of County Commissioners (BCC), Community Zoning Appeals Boards, and other advisory committees.

### Planning

Manages the preparation, update and interpretation of the CDMP; performs area and special studies; conducts and maintains research on demographic, geographic and economic data for the county, provides support to advisory committees, Board of County Commissioners (BCC), Community Zoning Appeals Boards, and other local agencies and governments. Reviews and evaluates requests to amend the CDMP. Serves as Strategic Plan Coordinator.

### Administrative Services

Responsible for administrative functions, including operating and capital budget preparation, finance, management information systems, public information, procurement, safety, capital inventory and personnel; handles unlawful harassment complaints; develops administrative policies and procedures; coordinates special projects.

### Legal Advisor

Manages the preparation, legal review, and certification of documents related to zoning and development. Prepares ordinances, zoning resolutions, and Development of Regional Impact (DRI) development orders; provides support to DIC Executive Council and the Community Zoning Appeals Boards.

### Graphics & Drafting Office

Responsible for design, development and creation of graphic projects; Maintains official Miami-Dade County zoning maps. Prepares notifications to citizens on zoning hearings.